

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

TO: Chief Financial Officers **DATE:** February 21, 2003
FROM: Lawrence C. Franklin, Jr., State Controller
SUBJECT: APPOINTMENT OF AUTHORIZED AGENT

I have updated Section A-6 of the Procedural Handbook regarding appointment of authorized agents.

Please review it and notify appropriate staff of its availability.

/hh
CFO:03-41
ATTACHMENT

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

OFFICE OF ACCOUNTS AND CONTROL

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PROCEDURE:

For the purpose of relieving Department Directors of the burden of approving and signing routine expenditure documents (purchase requisitions, invoice-vouchers, direct purchase order vouchers, payrolls, etc.), a director may delegate this approval authority to a responsible assistant by the appointment of an authorized agent, subject to the following limitations:

STATUTORY APPROVAL REQUIREMENTS:

When the statute under which the expenditure is being made **does require** approval by the director or by other officials specified by law, the authority to approve cannot be delegated except to deputy directors appointed in accordance with Section 42-20-5.

All public laws authorizing the issuance of general obligation bonds for capital development purposes contain the following language.

All monies in such capital development fund shall be expended for the purposes specified in the proposition provided for in Section (X) hereof under the direction and supervision of the director of administration (hereafter referred to as 'said director) said director or his delegate. The state controller is authorized and directed to draw his or her orders upon the general treasurer for payment out of such capital development bond fund of such sum or sums as may be required from time to time, upon receipt by him or her of properly authenticated vouchers approved by said director or his or her delegate as the case may be."

This means that The Office of Accounts and Control will require the approval of the Director of Administration or his/her delegate for all encumbrances and/or expenditures of bond fund monies.

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GENERAL REQUIREMENTS:

When the statute under which the expenditure is being made does not require approval by the director or by other officials specified by law, the authority to approve may be delegated to an authorized agent, providing that a proper authorization form (Form A-30 – Appointment of Authorized Agent) has been filed with the Office of Accounts and Control.

IMPORTANT:

By the appointment of an authorized agent, the department director automatically vests authority in the authorized agent to question the legality and propriety of all expenditure documents which are submitted to him for approval by division chiefs and others. The authorized agent has authority to withhold approval of expenditure documents, which, in his opinion, do not meet the requirements of law or administrative regulations of the state.

PREPARATION OF FORM A-30:

Care should be taken in designating the respective documents which the authorized agent is authorized to approve. The department head may limit this authorization to any number of documents by checking the proper box and noting on the form the extent of the limitation. The effective date of the appointment and the appropriation account number(s) are important also.

Three copies of Form A-30 should be sent to the Office of Accounts and Control for distribution as follows:

- 1) A copy is retained by the Office of Accounts and Control for approval of voucher payment.

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- 2) A copy is filed with the Office of Purchases for approval of purchase requisitions and direct purchase orders.
- 3) A copy is sent to the Office of Personnel for approval of the various types of personnel forms.

The form requires two original signatures on each copy, signed in BLUE ink -- the specimen signature of the authorized agent and the signature of the department director making the appointment.

DEPARTMENT DIRECTORS

The A-30 form should also be used by the Department Director for submitting his specimen signature for those documents, which he wishes to sign personally.

BOARDS AND COMMISSIONS

When the statute covering a board or commission states payments should be made by "authenticated vouchers," an authorized agent(s) should be appointed (usually the chairman and/or vice-chairman or secretary) by a special vote of the board or commission. The date of such a vote should be noted on the A-30 form and the form signed by the proper officer and a copy of the minutes of the board/commission vote attached to the A-30.

IMPREST CASH FUNDS

STATE OF RHODE ISLAND
DEPARTMENT OF ADMINISTRATION

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The A-30 form should be submitted containing the personal signature of the disbursing officer and approved by the department director.

CANCELLATION OF AUTHORIZATION

The department director should notify the Office of Accounts and Control by letter of the cancellation of appointment of an authorized agent, setting forth the effective date of cancellation. If the cancellation is due to a change in personnel, the effective date of the new appointment should be in agreement with the termination of the cancellation.

AVAILABILITY OF FORM

The A-30 form can be downloaded from the Office of Accounts and Control web site:
<http://controller.doa.state.ri.us>